

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. TRALSPL2B15R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Highway Operations
4. Civil Service Position Code Description TRANSPORTATION ENG LIC SPL 2	10. Division Bay Region
5. Working Title (What the agency calls the position) Pavement Management Engineer	11. Section Development
6. Name and Position Code Description of Direct Supervisor SHELTON, ANNETTE K; ENGINEER MANAGER LICENSED-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor RANCK, ROBERT A; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 5859 Sherman Road, Saginaw, MI 48604 / M-F, 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position is the key region resource for analyzing pavement needs and developing strategies to meet those needs in connection with the Rehabilitation and Reconstruction (R&R) and Capital Preventive Maintenance (CPM) programs. Using Department management systems and forecasting tools the position is responsible to develop program strategies that result in achievement of the department's statewide pavement condition goals. This position is further responsible to perform pavement systems asset management by validating and reporting physical inventories, project, and program data. This position provides region-wide expertise on all pavement related matters and is the key resource for the Region and Transportation Service Center's (TSCs) for determining pavement needs, including evaluating condition data, pavement performance, and asset management. The position is responsible for highly complex assignments, including coordination and compilation of Road R&R and Road CPM submittals in the annual Integrated Call for Projects, coordination with other Region and statewide programs, and completion of special assignments, studies, and reports. This position requires possession of a valid driver's license to perform field reviews.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Develop and coordinate the Region's Road R&R and CPM with the Call-for-Projects as the focus of that effort.

Individual tasks related to the duty:

- Using department management systems, monitor and report pavement system condition.
- Using department forecasting tools Road Quality Forecasting System (RQFS), develop pavement system investment strategies in accordance with the department's pavement condition goals and other department strategic objectives.
- Coordinate the annual Integrated Call for Projects for the R&R and CPM programs by directing the following sub tasks:
 - Compile and report pavement repair needs using statewide pavement data and other physical inventories.
 - Coordinate TSC and Region staff in candidate project identification and selection, based on needs assessment.
 - Coordinate TSC and Region staff in final project selection, consistent with department goals and objectives and RQFS strategies.
 - Coordinate project and program submittal documents, computer applications, JobNet data entry, Transportation Management System (TMS) data, and other materials as required by the Bureau of Transportation Planning.
- Participate in annual meeting with the Project Screening Committee to validate project selection.
- Manage and report project and program data.

Duty 2

General Summary:

Percentage: 20

Conduct Asset Management for the Pavement System Infrastructure, including corridor management. This position requires possession of a valid driver's license to perform field reviews.

Individual tasks related to the duty:

- Assemble and organize pavement condition data and other physical inventory data from management systems and other available sources.
- Analyze and interpret physical inventory data.
- Make recommendations for long term investment strategies in coordination with TSC and Region staff.
- Report inventory data and strategic investment recommendations in user-friendly formats utilizing Geographic Information Systems (GIS).
- Coordinate and attend Pavement Surface and Evaluation Rating (PASER) pavement condition rating reviews for the Bay Region.
- Serve as the Bay Region point of contact for updates for the Pavement Historical Database (PHD), Linear Referencing System (LRS), and Road Asset Inventory (RAI).

Duty 3

General Summary:

Percentage: 10

Define, monitor, and control the scope, cost, and schedule for select projects in the Region. Administer consultant contracts for the performance of project related tasks. Identify and coordinate the selection of resources to successfully complete project tasks during the scope and design phases of highway construction projects.

Individual tasks related to the duty:

- Prepare contract documents for assigned projects.
- Develop and administer the preparation of the scope of services, the selection process, and the contract for consultant engineering services.
- Work with TSC, Region, and Lansing office staff to identify resource needs based on conceptual project parameters and interpreting contract language as necessary.
- Administer consultant contracts for project related tasks including oversight and direction of engineering activities, including the consultant selection process.
- Manage consultant payments as per contract documents and prompt payment guidelines.
- Serve as MDOT Project Manager and ensure design is consistent with MDOT and Federal Highway Administration (FHWA) guidelines.
- Make engineering/project decisions.
- Participate in Road Safety Audits.
- Arrange and facilitate project meetings, including stakeholder engagement (communication plans, brochures, public meetings, local agency discussions, etc.)
- Review submittal packages for compliance with professional engineering principles and practices and MDOT, FHWA, and American Association of State Highway and Transportation Officials (AASHTO) standards and guidelines. Prepare project packages for bid letting, including all required supporting documents.

- Utilize department information management systems (ProjectWise, JobNet, Planisware, and Phase Initiator) to document, assist in the determination of project parameters, and to monitor and control cost, scope, and schedule for the multi-year set of projects assigned. Coordinate the flow of information.
- Schedule and conduct regular meetings with TSC design staff to review tasks and schedules. Create an open dialogue with staff to discuss the most effective methods for design and construction, as well as to identify future project needs.

Duty 4

General Summary:

Percentage: 10

Complete special assignments, studies, and reports related to pavement and project development subjects and processes to support department objectives.

Individual tasks related to the duty:

- Serve on the Development Business Team as a co-chair along with the Region Design Engineer.
- Conduct or participate in corridor management studies and make recommendations.
- Prepare presentation materials and reports for and participate in transportation and other project and program coordination meetings with the TSCs, local agencies, key stakeholders, and the public.
- Prepare presentation materials and reports for and participate in annual High Impact Project presentations.
- Analyze and prepare reports on the cost of doing business for pavement management and project development processes.
- Continuously evaluate job duties for improvement opportunities, including researching and integrating applicable best practices.
- Represent the Development Section and Bay Region at meetings as assigned. Prepare and report meeting summaries.
- Prepare subject briefings for management on pavement, project, and/or program information and processes as assigned.

Duty 5

General Summary:

Percentage: 5

As the single region expert, provide region-wide expertise and recommendations to Central Office, Region, and TSC staff on pavement systems subjects.

Individual tasks related to the duty:

- Provide technical expertise, advice, and recommendation regarding:
 - Pavement condition data.
 - Pavement performance.
 - Strategic investment analysis and decision making.
 - Construction project scoping.
 - Department management system data entry, maintenance, and retrieval (Planisware, Statewide Monitoring and Reporting Tool (SMART), and JobNet).
 - GIS.
 - Prepare and provide the Region's annual pavement improvement data to the Central Office to be incorporated into the pavement database.
 - Resolve discrepancies in pavement condition data.

Duty 6

General Summary:

Percentage: 5

Other duties as assigned by Supervisor or Region Engineer.

Individual tasks related to the duty:

- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Evaluation and interpretation of pavement data.
- Recommendations on investment strategies, pavement repair options, and project scopes.
- Functional coordination of Region, TSC, and consultant staff for Call for Projects tasks.

The position requires considerable independent engineering judgement. Region and TSC staff rely on these decisions to perform their work in scoping, managing, and designing capital improvement projects and in making routine maintenance plans and decisions.

17. Describe the types of decisions that require the supervisor's review.

Allocation of funding and personnel resources; conflicts in policy, procedures, goals, or objectives; project selection and scope; and project schedules, budgets, and changes.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The position requires extended hours of vehicular travel in state owned vehicles (for van tours or pavement reviews) which requires possession of a valid driver's license. There may be exposure to inclement weather, being adjacent to high volumes of traffic, and traversing uneven terrain during field reviews. Extended periods of time operating a computer. Position may require availability outside normal working hours based on operational needs.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position is the key region resource for analyzing pavement needs and developing strategies to meet those needs in connection with the Rehabilitation and Reconstruction (R&R) and Capital Preventive Maintenance (CPM) programs. Using Department management systems and forecasting tools the position is responsible to develop program strategies that result in achievement of the department's statewide pavement condition goals. This position is further responsible to perform pavement systems asset management by validating and reporting physical inventories, project, and program data. This position provides region-wide expertise on all pavement related matters and is the key resource for the Region and Transportation Service Center's (TSCs) for determining pavement needs, including evaluating condition data, pavement performance, and asset management. The position is responsible for highly complex assignments, including coordination and compilation of Road R&R and Road CPM submittals in the annual Integrated Call for Projects, coordination with other Region and statewide programs, and completion of special assignments, studies, and reports. This position also is the key reviewer of the Bay Region roads for the Pavement Surface and Evaluation Rating (PASER) reviews. This position requires possession of a valid driver's license to perform field reviews.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The work area is responsible for the development of all new projects in the region. This includes all pre-construction activities from needs assessment, project identification, project scoping, surveys, design, real estate acquisition, and general project and program monitoring and coordination. This position is responsible for the coordination of the key portion of the capital improvement projects in the R&R and CPM programs. The position plays a vital role in needs assessment, project identification, project scoping and the development of strategies that will allow the Region to attain the Transportation Commission goals for pavement condition. Through pavement systems management and asset management, this position

provides vital recommendations for the most efficient use of scarce public resources to maintain and improve transportation infrastructure.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a Bachelor of Science degree in engineering.

Possession of a Bachelor of Science degree in civil engineering preferred.

EXPERIENCE:

Transportation Engineering Licensed Specialist 13

Four years of professional experience equivalent to a Transportation Engineer, including two years equivalent to a Transportation Engineer P11 or one year equivalent to a Transportation Engineer 12 or Transportation Engineer Licensed 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and experience in:

- The design and project development processes.
- Computerized management systems (e.g. RQFS, TMS, JobNet, SMART, and GIS).

Ability to:

- Communicate effectively.
- Manage meetings and coordinate the activities of several people in a team setting.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Possession of a valid driver's license is required.
- Possession of a registered professional engineering license as required by the State of Michigan.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

JENNIFER HADDON

9/18/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

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Employee	Date